

# ALABAMA MEDICAID

## *In The Know*

### How to Search for Batches of Claims in the New System

**W**ith interChange, providers will no longer be allowed to download Claim Status Report's (CSR's) from Provider Electronic Solutions or vendor products.

To check claim status on multiple claims submitted on the same day, follow these steps.

**Step 1:** Open the Medicaid web portal at the following link:

<https://www.medicaid.alabamaservices.org/ALPortal>

**Step 2:** Go to claims/search

You will then do a partial search on the Internal Control Number. An Internal Control Number is a number EDS assigns to every claim when the processing of the claim begins. Every number in the ICN identifies the claim. The first two numeric values are the region code, for example: 22 region code represents a claim submitted through the web portal, a 20 region code represents a claim submitted electronically through Provider Electronic Solutions or a vendor product. 10 Region code represents a paper claim and an 11 region code represents a paper claim with an attachment.

Claim Search: 10000069 WEB	
ICN	2207223
Recipient ID	
TCN	
FDOS	
TDOS	

The next two numeric values represent the year the claim was received. For example, 07 means the claim was submitted in 2007.

The next three fields identify the julian date the claim was received. A julian date represents a numeric value assigned to each day of the year. January 1 is 001 on the julian date calendar, and December 31 is 365 on the julian date calendar. A complete julian date calendar can be found in Appendix F of the Provider Billing Manual.

The example below represents a partial search on an ICN with region code 22 (claim submitted through the web portal) year 07 and julian date 223 (August 11).

**Step 3:** Then click search

The search results window will display all ICNs which match the search criteria. The complete ICN, along with a paid or denied status will display. If the claim denies, the user may click on the claim, the information will populate in the claims entry screen within the web portal, and the user can make immediate corrections and resubmit the claim.

Claim Search: 10000069 WEB	
ICN	2207223
Recipient ID	
TCN	
FDOS	
TDOS	
Rendering Provider ID	{ Search }
Claim Type	
Status	
Date Paid	
<input type="button" value="search"/> <input type="button" value="clear"/>	

Users may also send a 276 transaction (Claim Status Request) through your vendor product or Provider Electronic Solutions and we will send a 277 transactions (Claim Status Response). Users may also continue to check claim status one at a time through the web portal by completing the criteria search.